

Village of Brockport
Budget Preparation Calendar
Fiscal Year June 1, 2016 – May 31, 2017
Adopted by Village Board 7/20/15
Amended by Village Board 3/7/16

Monday, November 2, 2015	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 14, 2015	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 25, 2016- 7pm	Village Board work session - with Treasurer and Department Heads to discuss department budget requests
Monday, February 22, 2016 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 7, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 17, 2016 16	Treasurer to file tentative budget with Clerk (must by March 20 th)
Monday, March 21, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Monday, March 28, 2016 – 7pm	Village Board work session – with Treasurer to discuss and make revisions to tentative budget (if necessary) Not necessary
Wednesday, March 23, 2016 for March 27, 2016 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, April 4, 2016 – 7pm Monday, April 11, 2016 – 7pm	Treasurer to present proposed budget - public hearing Location: A.D. Oliver Middle School L.G.I.
Monday, April 18, 2016 – 7pm	Village Board meeting – adopt budget (must by May 1 st)